University of Kentucky
College of Agriculture, Food and Environment
Cooperative Extension Service

Microsoft Outlook: Calendar Feature

Any questions or training request:
chad.jennings@uky.edu

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Microsoft Outlook

University of Kentucky
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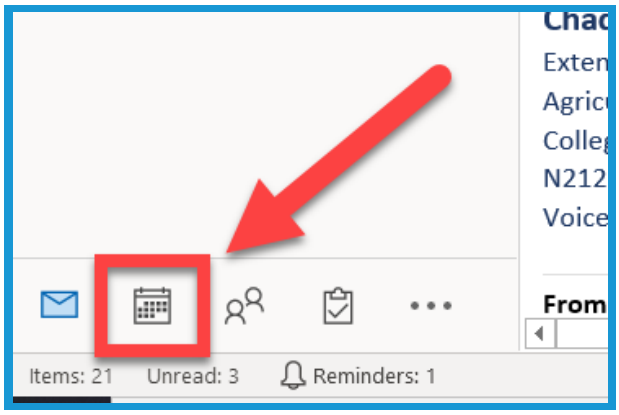
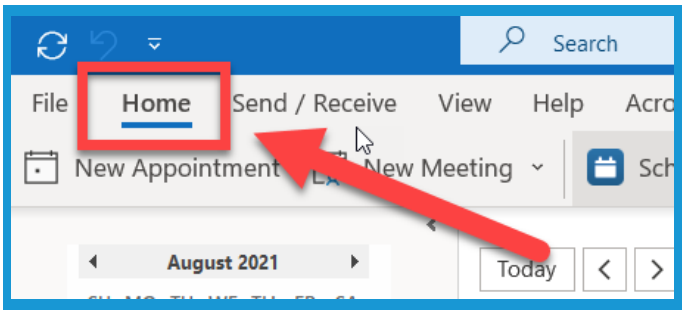
Section 1: Accessing the Calendar

1. Select the **Calendar** button, found in the **lower left corner** of Outlook.

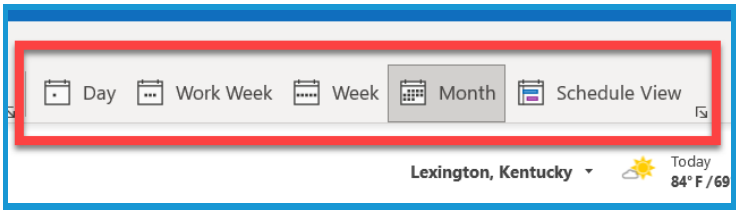


Section 2a: Standard Views

1. Select the **Home** tab at the **top left** of the screen.



2. At the **top right** of the calendar, you can choose to view the calendar through different spans of time.



a. **Day**: The current date.

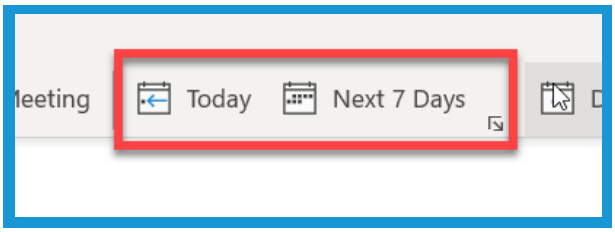
b. **Work Week**: Monday through Friday. Please note that this can be modified.

c. **Week:** Saturday thru Sunday.

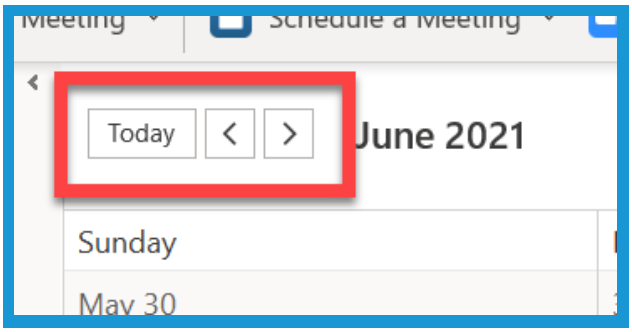
d. **Month:** View the entire month's events.

Section 2a: Standard Views

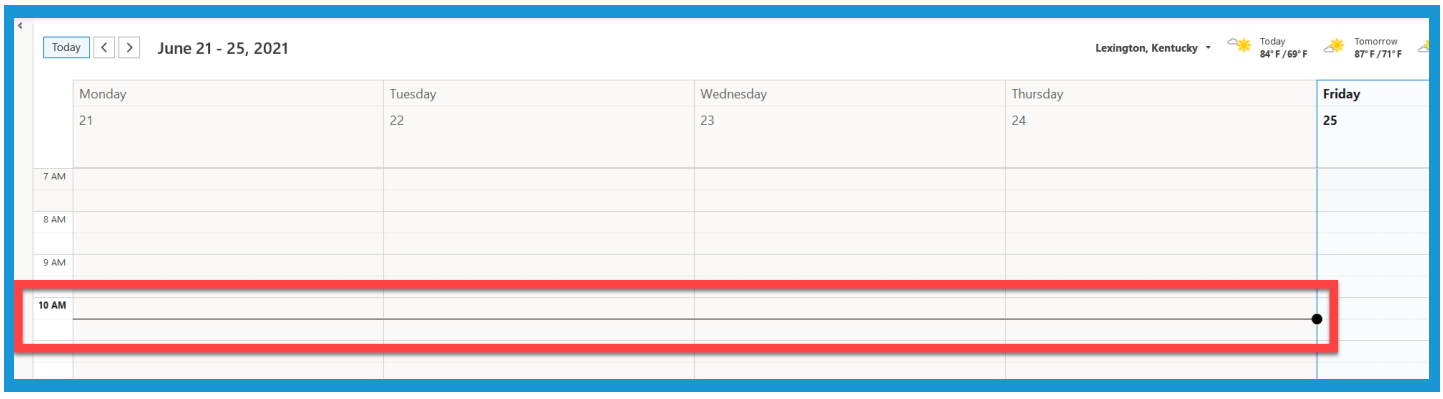
3.Select **Today** or Next **7 Days** at the **top of the screen** to switch to these views.



4. Use the **arrow buttons** in the **top left** to switch between days/weeks/months. Select the **Today button** to go to the current day.

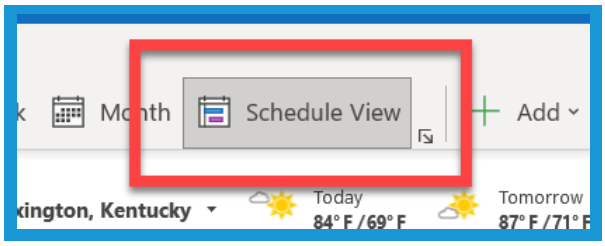


5. The **black line** that appears when switching to **Week** or **Work Week** is noting the **current time**.

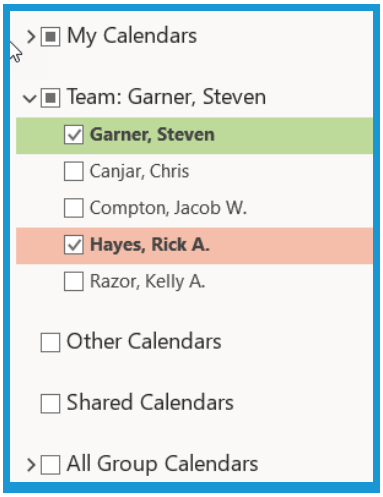


Section 2b: Schedule View

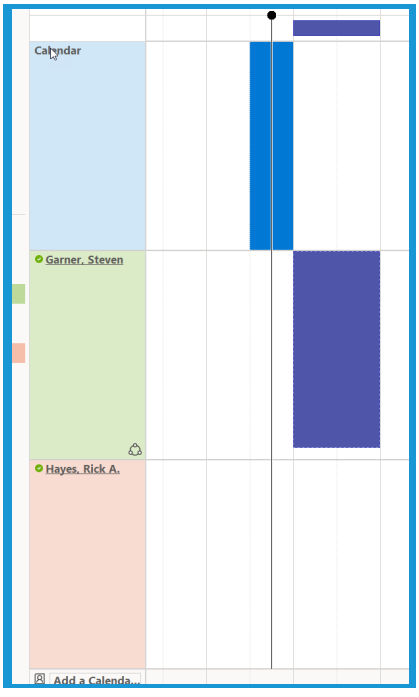
1.Select **Schedule View** in the **upper right**.



2. Select the **Shared Calendars** on the **left side** to add those you are wanting to view.

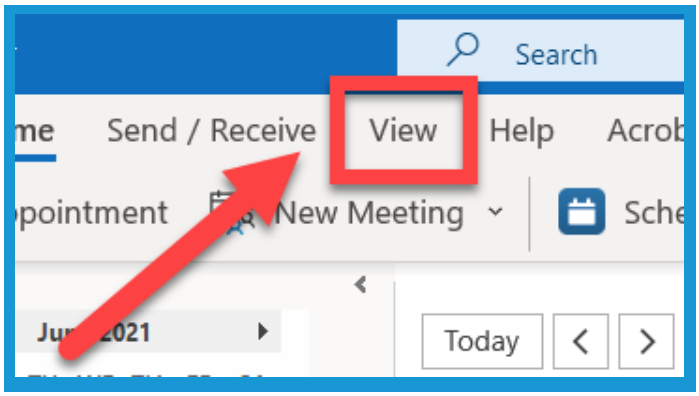


3. All calendars will be in horizontal rows, in the middle of the screen.

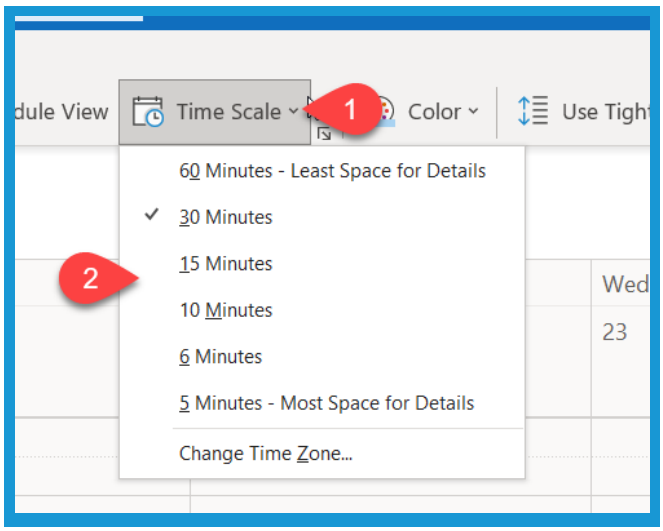


Section 2c: Changing the Time Display

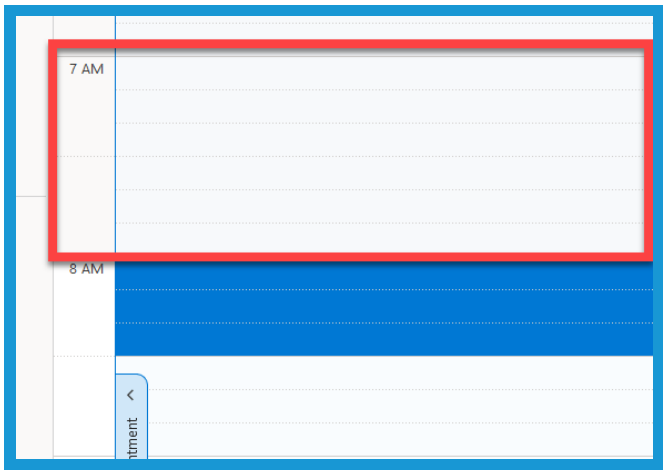
1.Select the **View tab** at the **top of the Calendar.**



2. Select the **Time Scale** dropdown menu in the **top center** to choose a different time breakout for the calendar view.

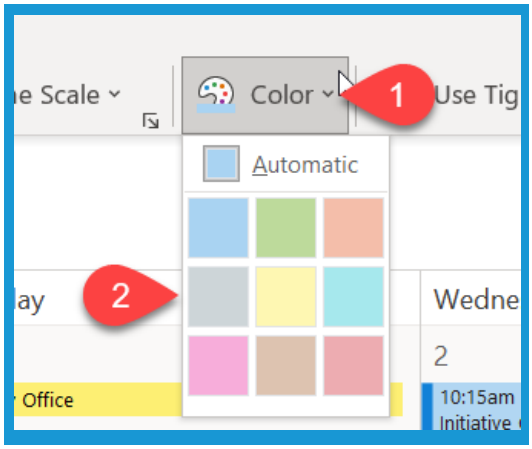


3. The time display in the calendar **will change based you choice**. (The example to the right is broken into 10 minute increments, 6 rows per hour.)



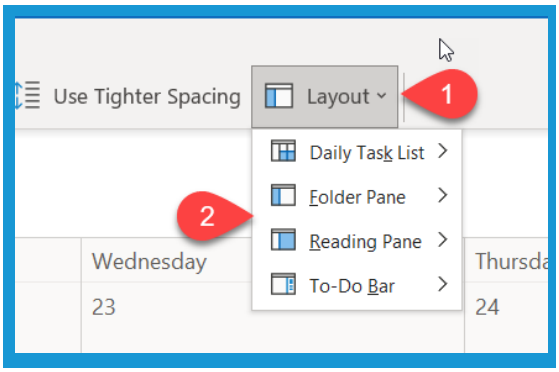
Section 2d: Changing the Calendar's Color

1.While in the **View Tab** (**Sec. 2c, Step 1, Pg. 4**) locate the **Color dropdown menu** in the **upper right** (**1**). Select your color preference from the available options (**2**).



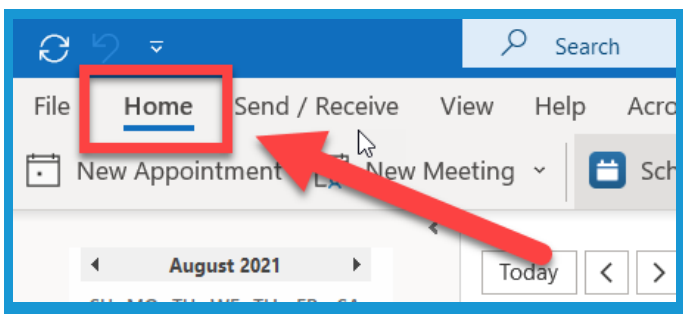
Section 2e: Changing the Layout

1.While in the **View Tab** (**Sec. 2c, Step 1, Pg. 4**) locate the **Layout dropdown menu** in the **upper right** (**1**). Place your mouse over the available options (**2**) to add the additional items to the calendar.



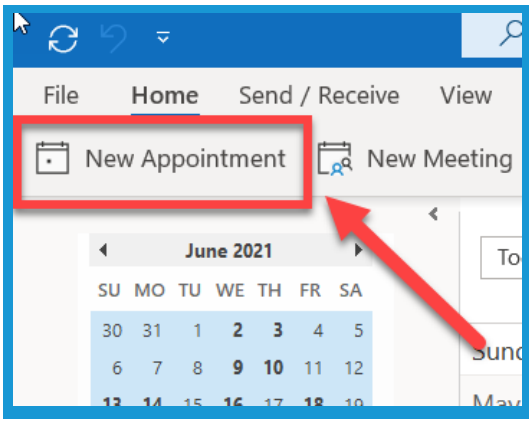
Section 3: Scheduling an Appointment

1. Select the **Home** tab at the **top left** of the screen.

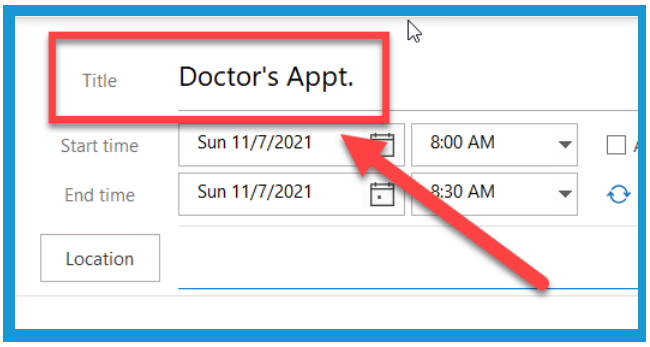


Section 3: Scheduling an Appointment

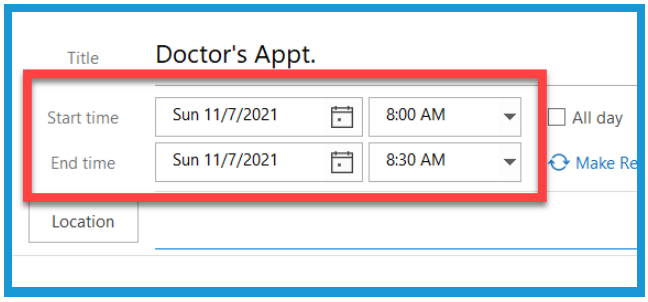
2.Click **New Appointment** in the **upper left**, or **double click** on the **needed date** in the calendar.



3. Click in the **Title section** in the new window to label your appointment.

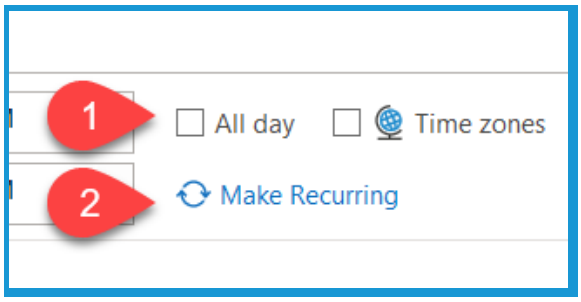


4. Set the needed dates and time using the **Start and End time** fields.

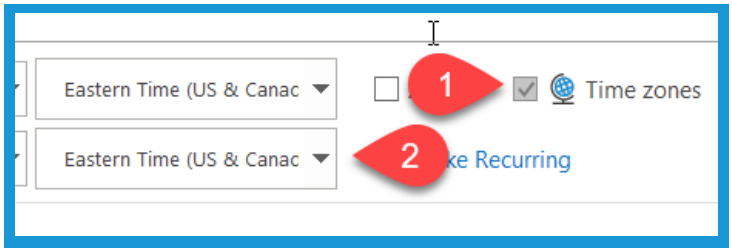


Section 3: Scheduling an Appointment

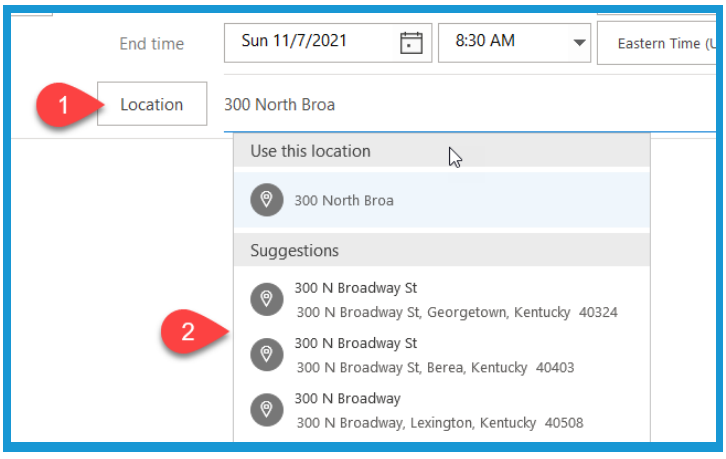
5.Check the **All Day box** (**1**) to set the appointment for 24 hours. Select the **Make Recurring** (**2**) to set the appointment for a continual spot in the calendar.



6. Select the **Time Zones box (1)** to select the **needed time zone (2)**. If this is not selected the invite will automatically adjust the time zone to the invitee's location.

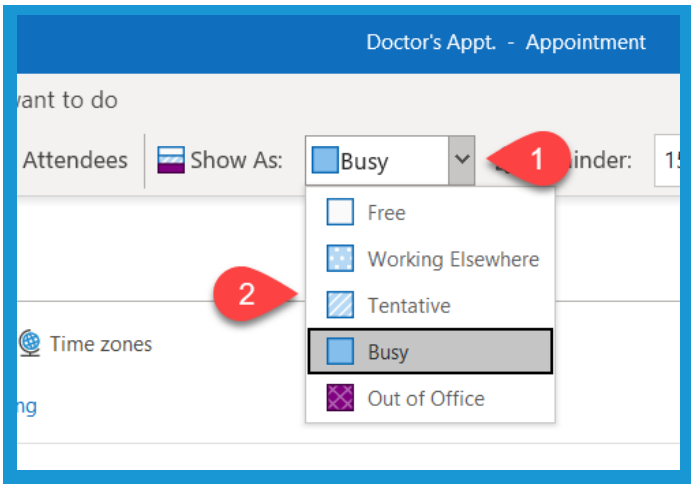


7. In the **Location Field (1)**, type the address of the appointment. If an address is entered, Outlook will populate suggestions **(2)**. Please note this does not need to be an address. You can type any information needed into this field.

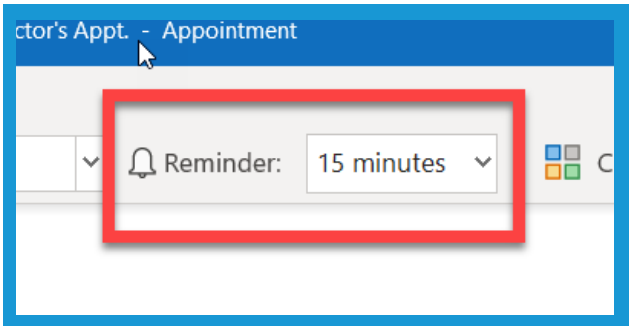


Section 3: Scheduling an Appointment

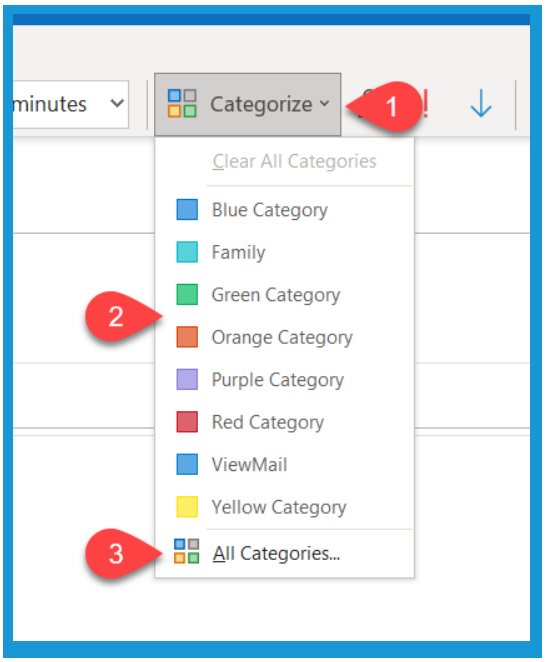
8. Select the **Show As dropdown menu (1)** at the **top** of the window. Choose how others can identify **your status (2)** when scheduling meetings or other appointments.



9. Select the **Reminder dropdown menu** at the **top** of the window to choose when you want to be alerted prior to the start time.

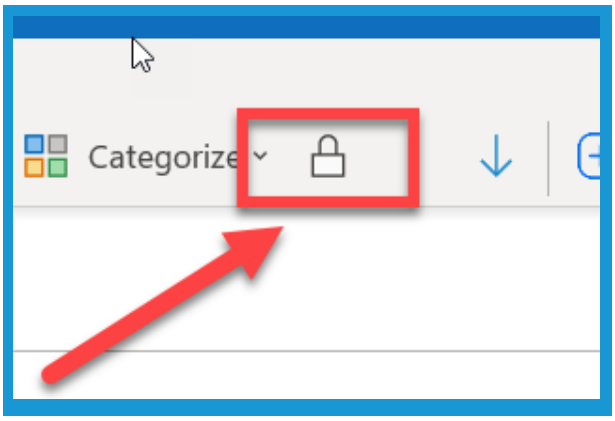


10. Select the **Categorize dropdown menu (1)** at the **top** of the screen to select from the **pre-created color categorizes (2)**. To make you own, select **All Categories (2)** at the bottom of the menu.

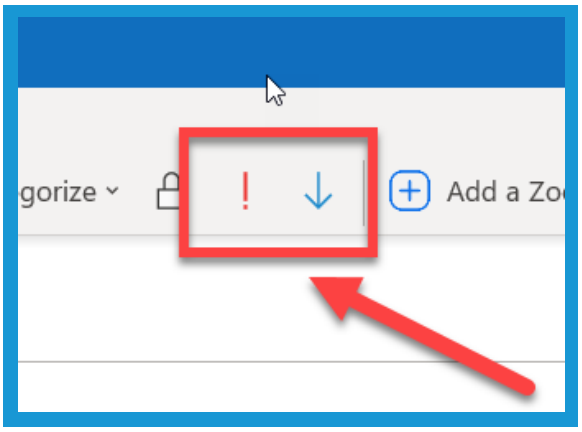


Section 3: Scheduling an Appointment

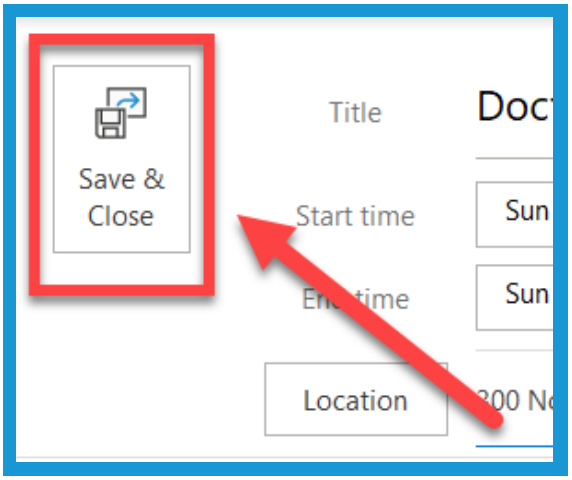
11. Select the **Lock button** at the **top right** of the window to mark the appointment as **Private**.



12. Select the **red exclamation mark** at the top of the window to label the appointment as **high importance**, or the **blue arrow** to mark the appointment as **low importance**.

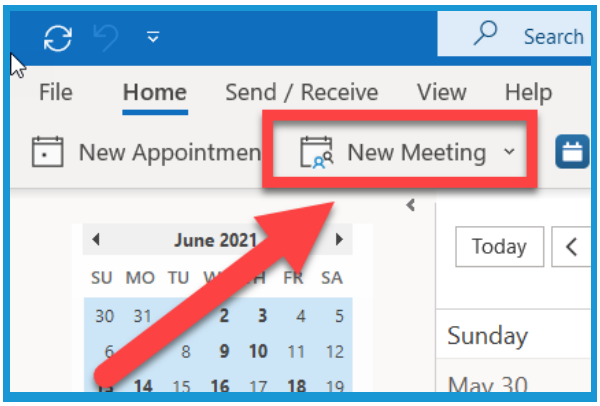


13. Click **Save & Close** in the **upper left** of the window to finish adding the appointment to the calendar.

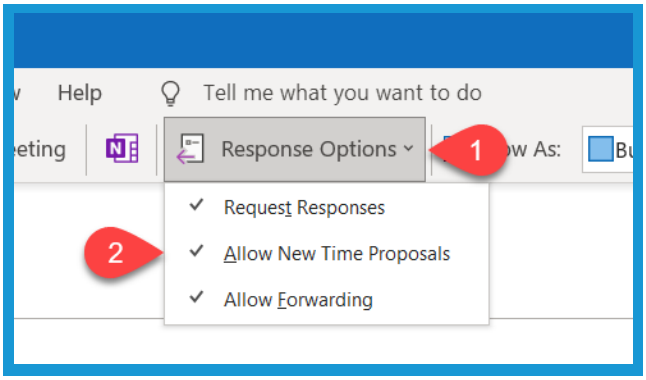


Section 4: Scheduling a Meeting

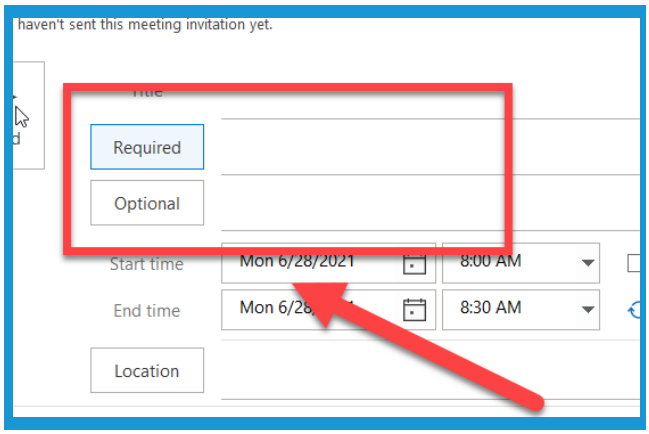
1. Select the **New Meeting button** at the **top left** of the Calendar View.



2. Select the **Response Options dropdown menu (1)** at the top of the window to **turn off (2)** options respondents can utilize when recieving the meeting invites.

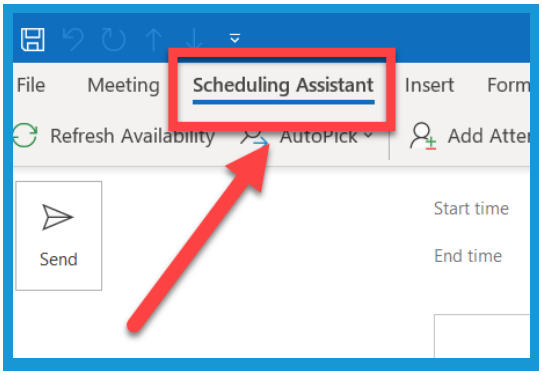


3. Click the fields to the **right** of **Required and Optional** to enter in attendees based on if **they have** to attend **or** if the attendance is **not mandatory**. UK Employees will auto-populate. Click the Required and Optional buttons to open the Global Address list. **See Section 3, Steps 3 - 13 for the remaining options in the meeting set-up window.**

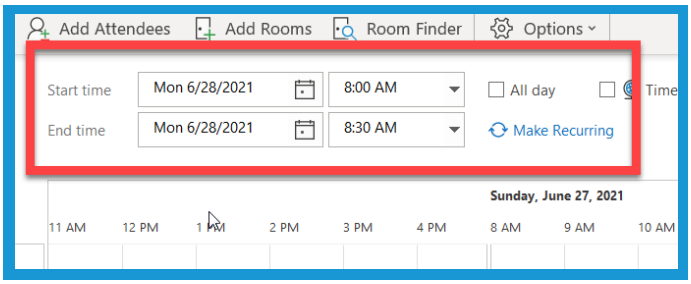


Section 5: Scheduling Assistant

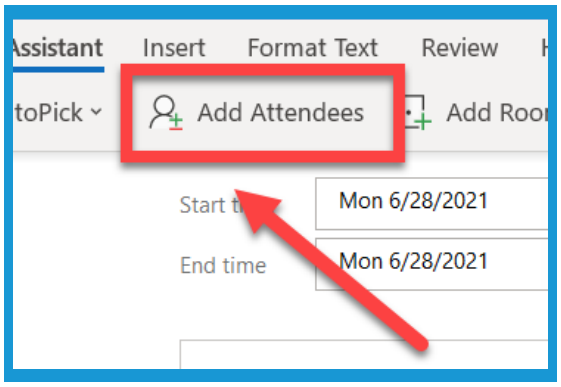
1. Select the **Scheduling Assistant tab** in the **top left** of the Schedule Meeting window.



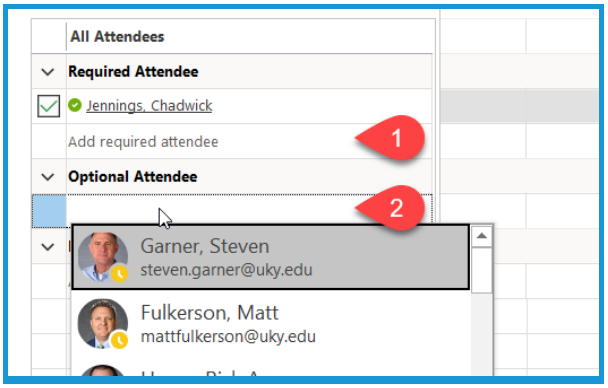
2. Adjust **the dates and time** of the meeting at the **top left** of the Scheduling Assistant window.



3. Select the **Add Attendees** button at the **top left** to access the Global Address List, **or** click the fields under **Required Attendee** or **Optional Attendee** on the **left side** to type in the names of invitees. UK employees will auto-populate.

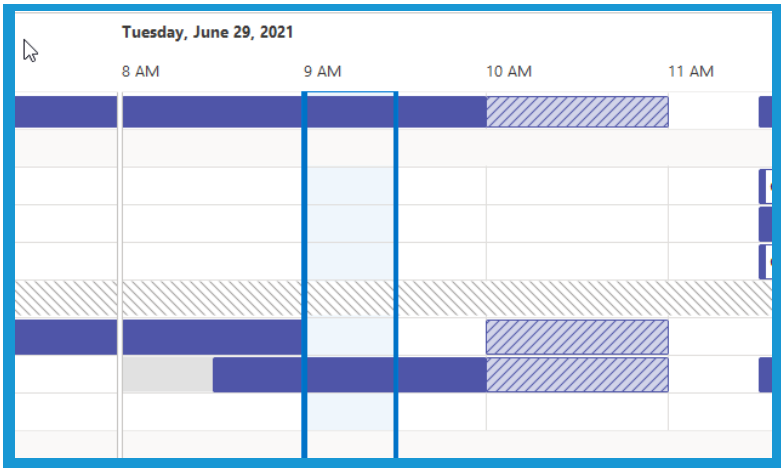


or



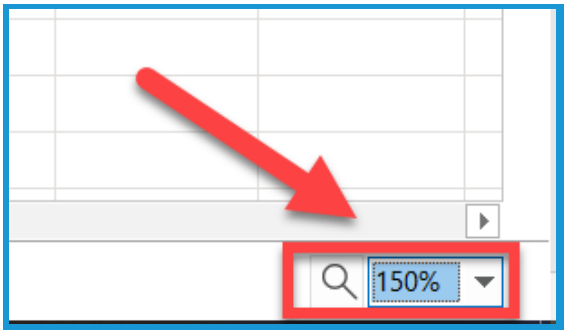
Section 5: Scheduling Assistant

4. Invitee's availability status will appear on the calendar as they are entered. The blue lines seen on the picture to the right indicates what time you have selected in Step 2.

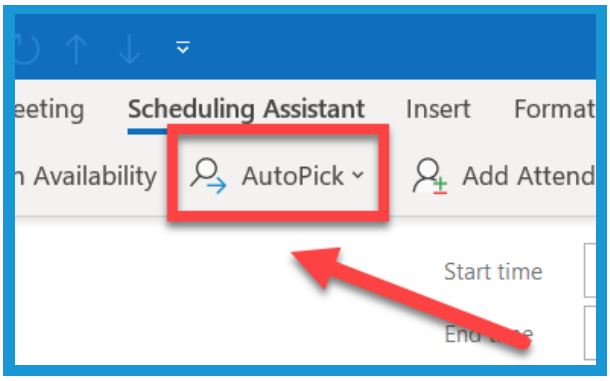


a. White: Available
b. Solid Bar: Invitee is unavailable
c. Light Purple with Stripes: Invitee is tentative
d. Gray Stripes: Out of work hours

5. Select the **Zoom dropdown menu** in the **lower right** to get a closer look at the calendar.

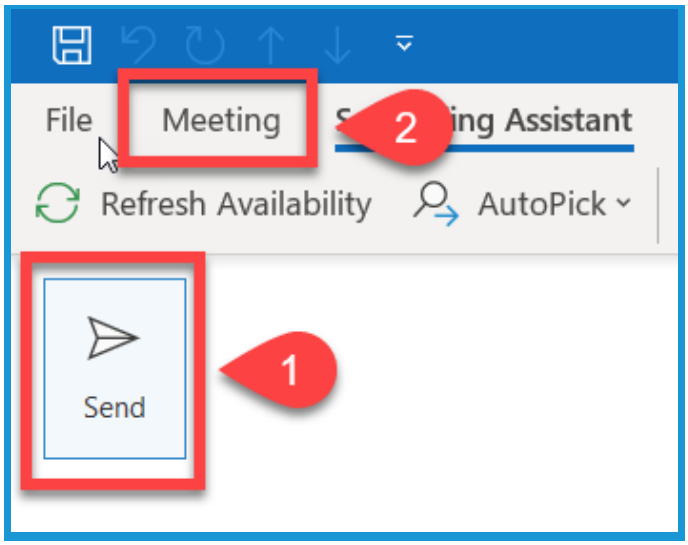


6. Select the **AutoPick button** in the **top left** of the Scheduling Assistant to have Outlook automatically find the next available time where all invitees are free.



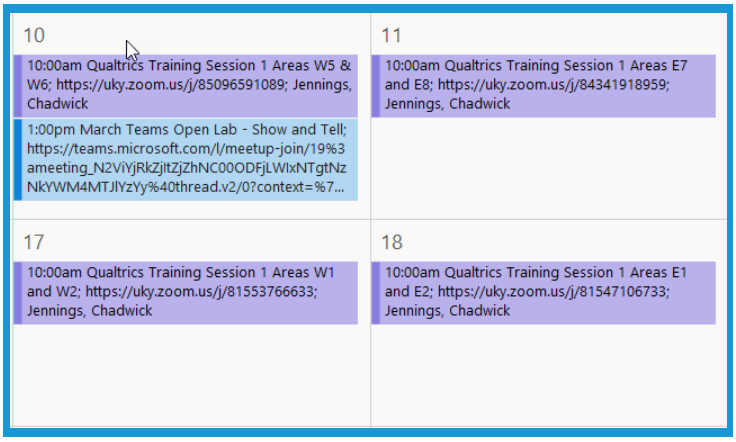
Section 5: Scheduling Assistant

7. Select the **Send button** in the **upper left (1)** to deliver the meeting invite, **or** select the **Meeting tab (2)** in the **upper left** to add additional information to the meeting before dispersing the invite.

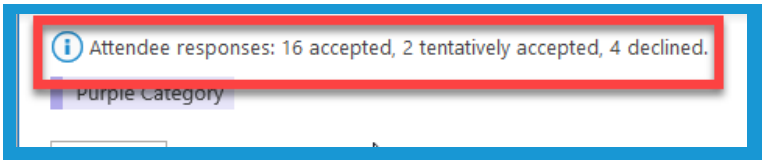


Section 6: Tracking

1. **Double click** the meeting in the calendar using the **left mouse button**.

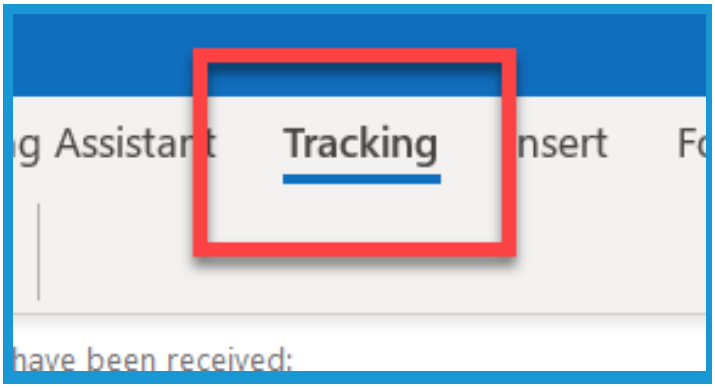


2. In the **upper left corner** of the event window you can find **a summary** of the responses to the invite.

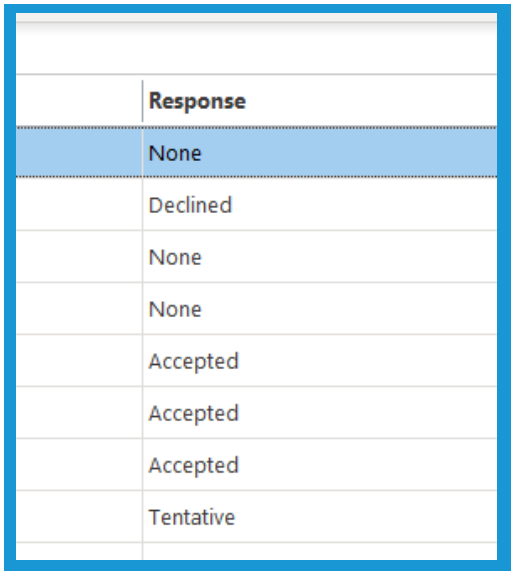


Section 6: Tracking

3. Select the **Tracking tab** in the **upper left** of the event window.

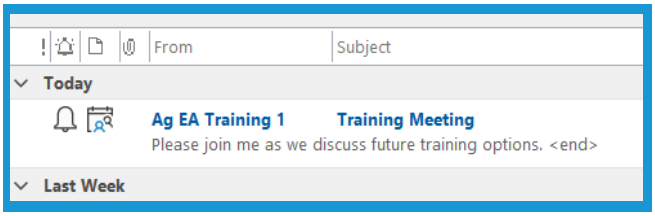


4. To the **right** of each invitee's name, you will see the **Response column** that contains each invitee's answer.



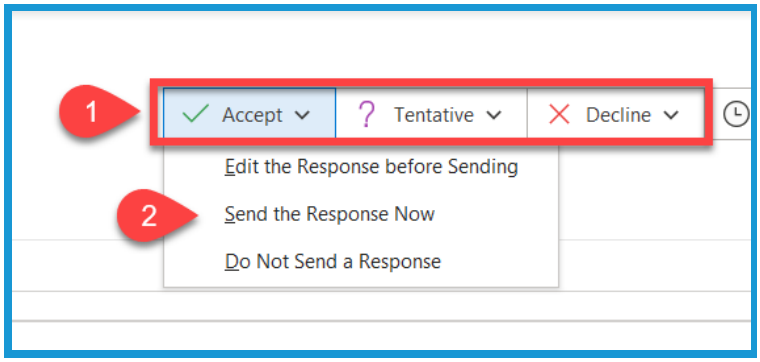
Section 7: Responding to an Invite

1. **Meeting invites** will appear in the **form of an email** in Outlook. **Double click** to open the email. Please note that if the email is deleted, you can still find the event in the calendar view.

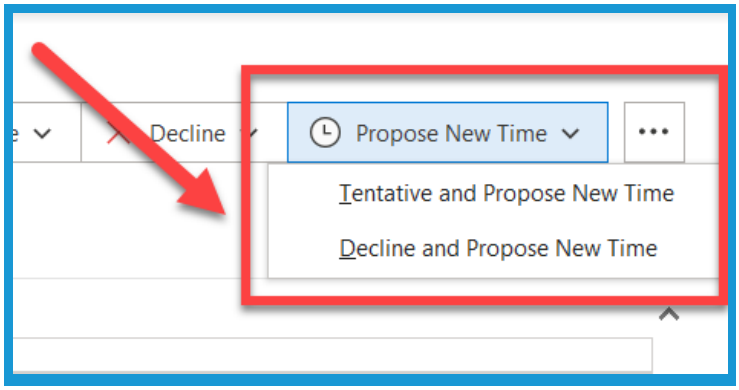


Section 7: Responding to an Invite

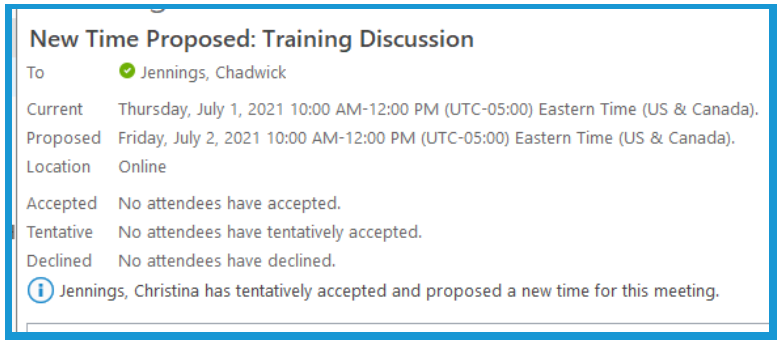
2. In the upper right corner of the email invite, select one of the **participation options (1)**. In the **dropdown for your answer (2)**, you can chose how or if you want to respond to the sender.



3. If **Propose New Time** is enabled, select the dropdown menu in the **upper right**. Chose one of the two options, and suggest a new time. This does not change the time of the meeting. The coordinator can choose to change the time, or keep it as scheduled

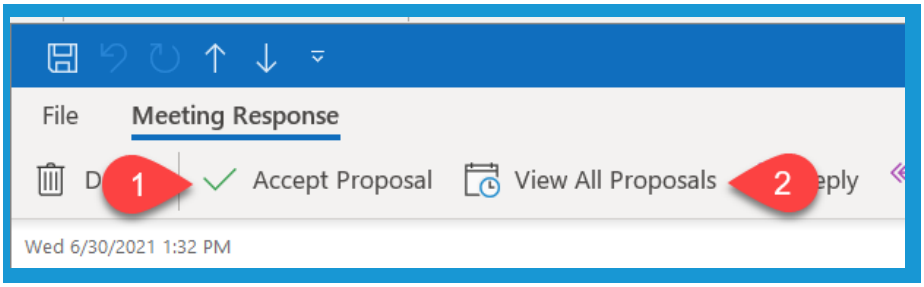


4. If a new time is proposed, you will receive an email like the one on the right.



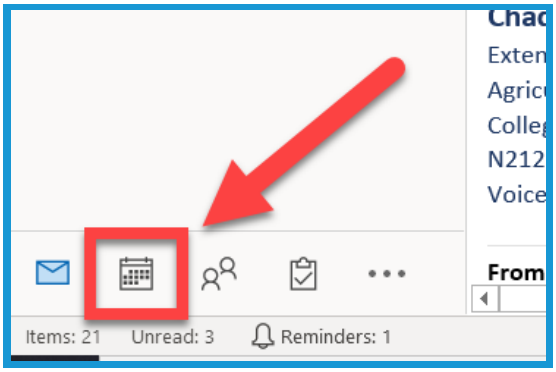
Section 7: Responding to an Invite

5. At the top of the email you can select the **Accept Proposal button (1)** or **Review All Proposals (2)** if additional ones were submitted. This is not required. You can choose to ignore the time proposals and keep the meeting as scheduled.

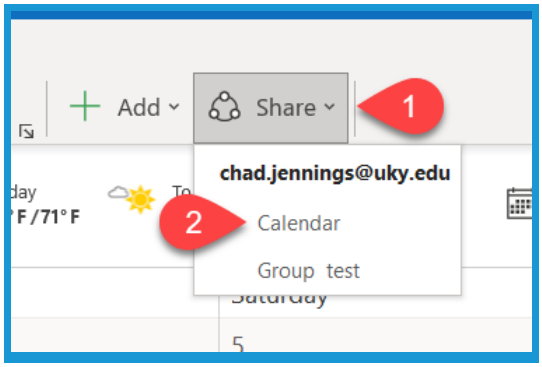


Section 8a: Sharing a Calendar

1.Select the **Calendar** button, found in the **lower left corner** of Outlook.

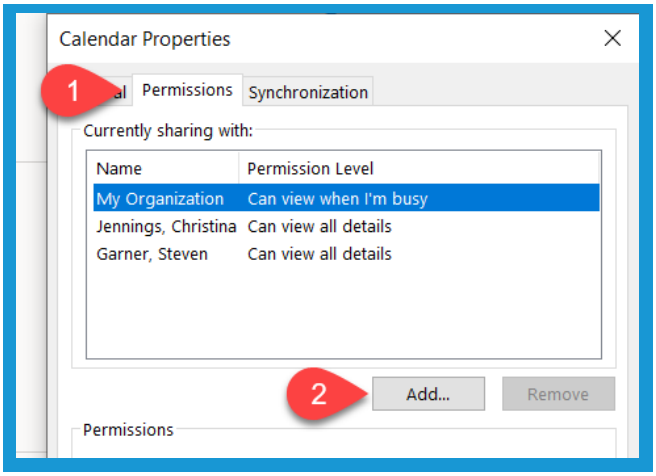


2. Select the **Share dropdown menu** in the **upper right (1)**. Click on the calendar you are wanting to share **(2)**.

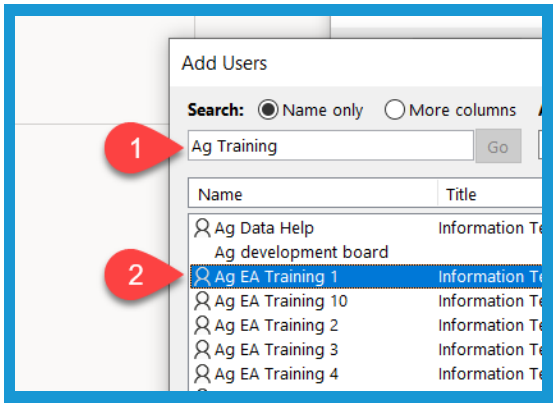


Section 8a: Sharing a Calendar

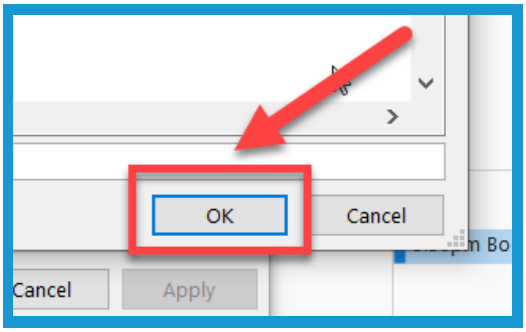
3. In the Properties window, make sure the **Permissions tab** is selected **(1)**. Then click **Add (2)**.



4. Type in the **user's name** in the field provided **(1)** in the **upper left**. When the name appears in the **results below (2)**, **double click** to add them in area at the bottom of the window.

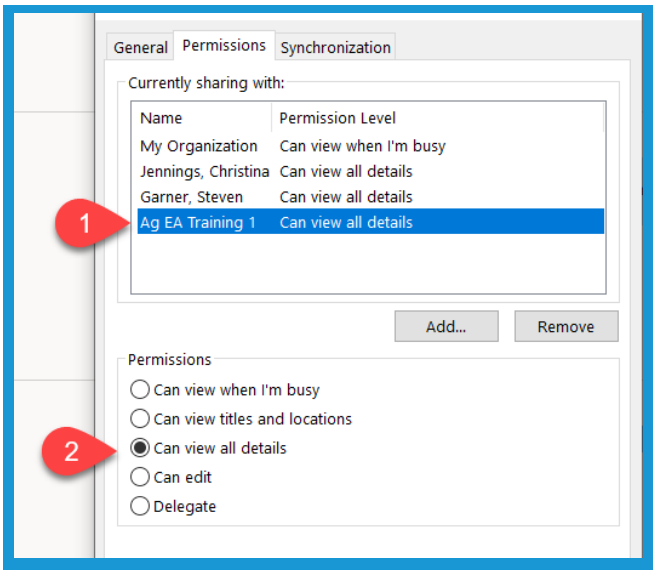


5. Click the **OK button** in the **lower right** after everyone has been added.

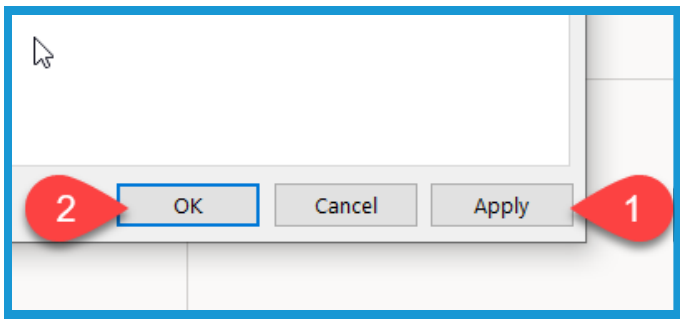


Section 8a: Sharing a Calendar

6. Click the **person's name** in the Permissions tab **(1)**. Under **Permissions** click the **level of access (2)** you want the user to have to the calendar. You can verify the change in the Permission Level column to the right of the person's name.

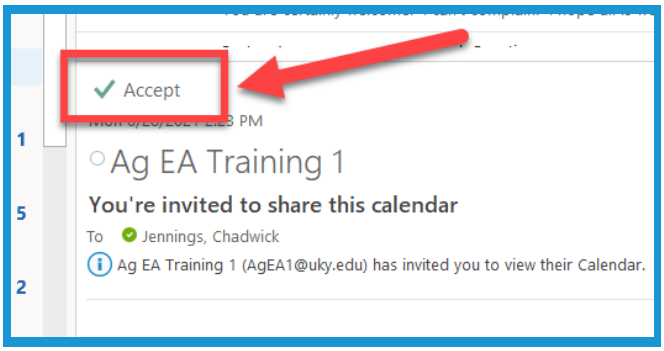


7. Click **Apply (1)** in the **lower right** of the Permissions tab to confirm the changes. Then click **OK (2)** to finalize the updates.



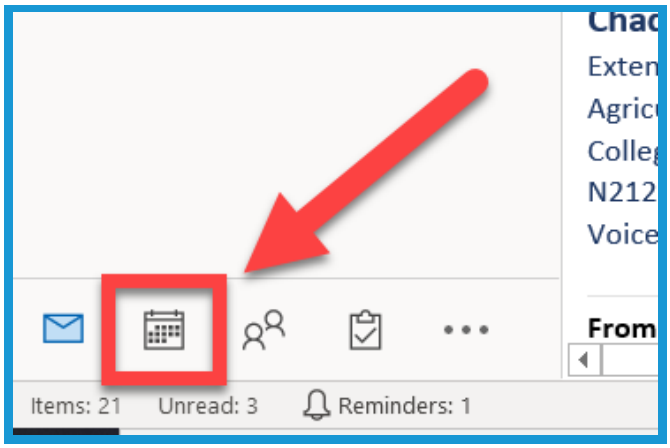
Section 8b: Adding a Shared Calendar

1. You will receive an email once a calendar is shared. Click the **Accept button** in the **upper left** to add the content to your calendar view.

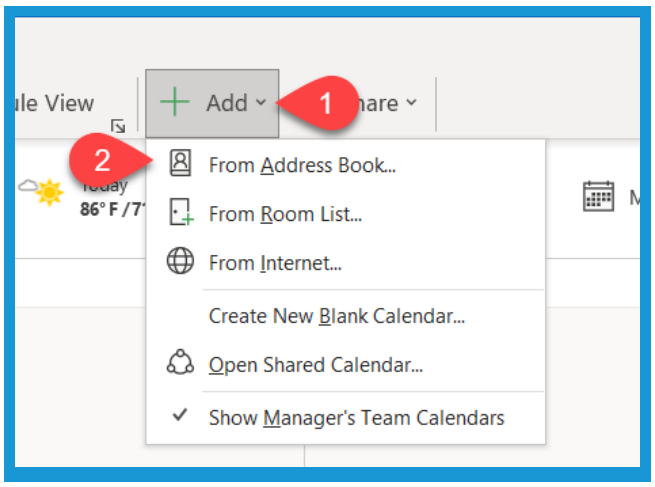


Section 8b: Adding a Shared Calendar

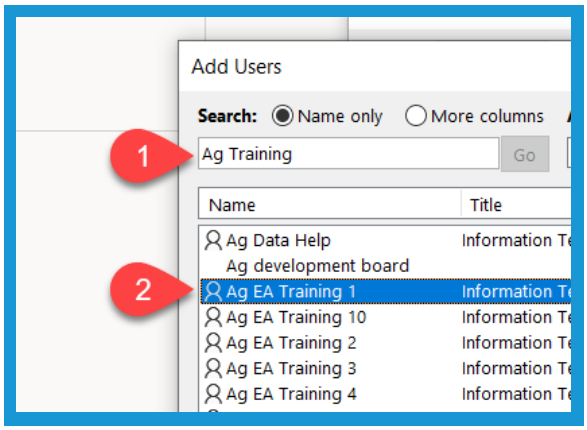
2. If you did not receive an email, select the **Calendar** button found in the **lower left corner** of Outlook.



3. Click the **Add dropdown menu (1)** in the **upper right**. Then select **From Address Book (2)**.

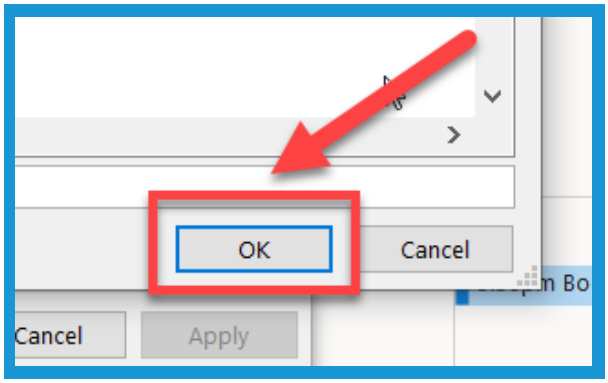


4. Type in the **user's name** in the field provided **(1)** in the **upper left**. When the name appears in the **results below (2)**, **double click** to add them in area at the bottom of the window.

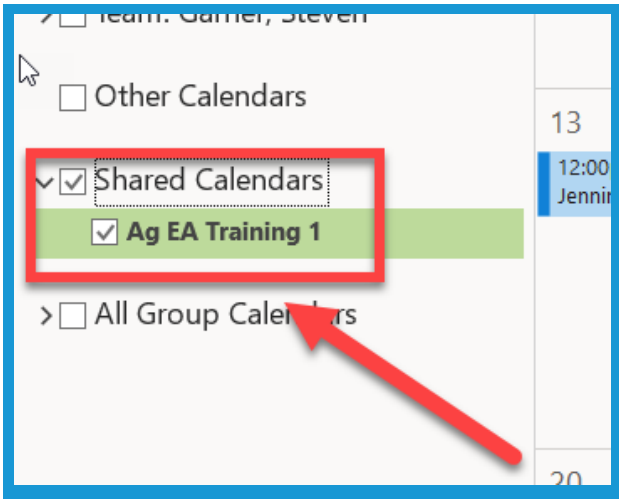


Section 8b: Adding a Shared Calendar

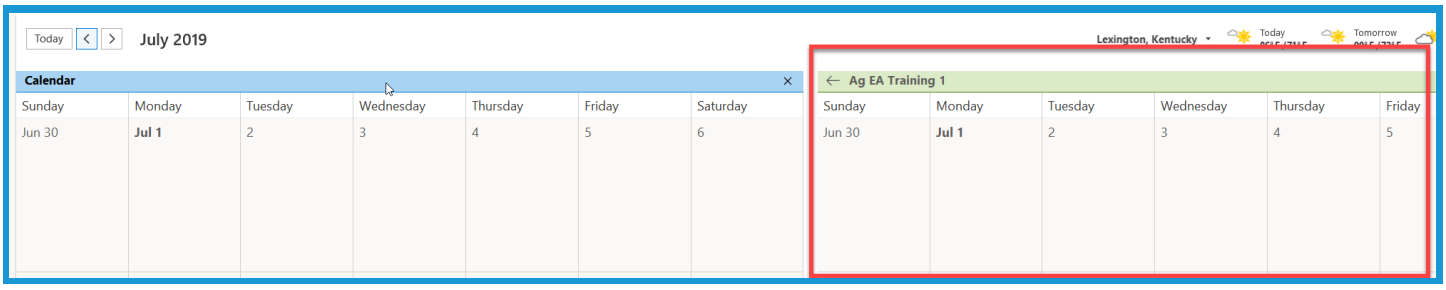
5. Click the **OK button** in the **lower right** after everyone has been added.



6. Click the **Calendar** on the **left side** of the screen under the Shared Calendar dropdown menu.

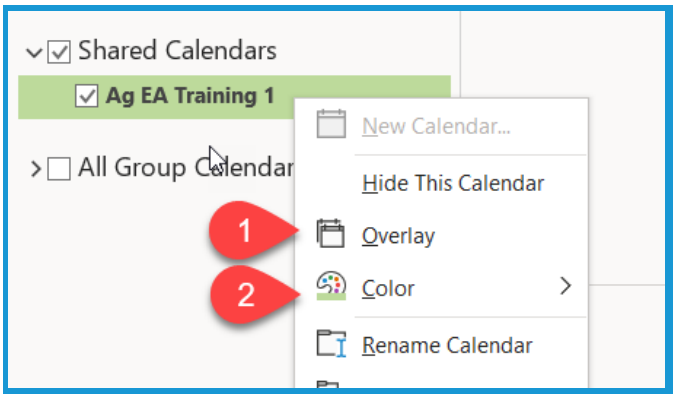


7. The shared calendar will appear to the **right** of your calendar.



Section 8b: Adding a Shared Calendar

8. **Right click** on the Shared Calendar. Select **Overlay (1)** to place the calendar on top of your's to better compare the two. Also, place your mouse over **Color (2)** to change the color of the shared calendar if desired.



University of Kentucky
College of Agriculture, Food and Environment
Cooperative Extension Service

Microsoft Outlook: Calendar Feature

Any questions or training request:
chad.jennings@uky.edu